

STAFF SPACE PLANNER
DEPARTMENTAL PROMOTIONAL EXAMINATION
SPOT: SACRAMENTO
SALARY RANGE: \$5,053.00 - \$6,325.00
FINAL FILING DATE: JANUARY 22, 2016

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STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is a promotional examination for the Department of General Services (DGS).

1. Applicants must have a permanent civil service appointment without a break in service, with the Department of General Services by the final filing date; **or**
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; **or**
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; **or**
4. Must be a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. **Veterans must provide a copy of their DD214 for entrance requirements.**

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select **one** department in which to compete. Refer to the General Information, Promotional Examinations Only section of this bulletin for other eligibility requirements.

NOTE: Please indicate the basis of your eligibility (1-4 above) in the Explanations Section on your application.

HOW TO APPLY

Applications are available upon request or the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

**DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052**

OFFICE OF HUMAN RESOURCES

MAILING ADDRESS: P.O. BOX 989052

WEST SACRAMENTO, CA 95798-9052

**STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605**

WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, Larisa Harpst, Exam Analyst at (916) 376-5431.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

MINIMUM QUALIFICATIONS

Education Requirement: The following education is required when non-State experience is used to qualify at any level.

Equivalent to graduation from college with major work in architecture, environmental design, interior design, engineering or related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Either I

One year of experience in the California state service performing the duties of an Associate Space Planner. (Applicants who have completed six months of service performing the duties of an Associate Space Planner will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Four years of office planning experience in an architectural or planning office, including three years in office planning and design. (Experience in the California state service applied toward this pattern must include one year performing the duties of a class with a level of responsibility equivalent to Associate Space Planner.)

NOTE: Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official/unofficial transcript, statement and/or evaluation from an accredited U.S. college or university with their examination application.

SEE REVERSE FOR ADDITIONAL INFORMATION

STAFF SPACE PLANNER

KK20/4716

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STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR ❖ WEST SACRAMENTO, CA 95605
California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929. From Voice 1-800-735-2922.

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SPECIAL PERSONAL REQUIREMENTS

Demonstrated creative and artistic ability, tact, and willingness to travel throughout the State.

THE POSITION

Incumbents consistently work on the most difficult, complex, and/or sensitive projects, and independently formulate and develop solutions. Projects may involve large-scale agency consolidations, out-of-State or out-of-country facilities and working with Constitutional Officers or sensitive boards and commissions. Incumbents may lead small groups of approximately two to four lower-level Space Planners on major projects for departments with large, multiple or multitenant facilities. Incumbents also serve as backup to the unit supervisor. Positions exist in Sacramento only.

EXAMINATION INFORMATION**QUALIFICATIONS APPRAISAL PANEL INTERVIEW – WEIGHTED 100%**

This examination will consist of a Qualifications Appraisal Panel Interview (QAP), weighted 100% with a performance exercise. The performance exercise portion will consist of a pre-interview exercise. The performance exercise will be considered as a segment of the QAP. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not appear for the interview will be disqualified from the examination.** It is anticipated that the interviews will be held during March/April 2016 in Sacramento only.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

A. Knowledge of:

1. Principles and practices of architecture, office planning and design, and development of facilities planning programs.
2. Building code requirements and other regulations affecting building design.
3. Architectural and building materials.
4. Project management.
5. Structural, mechanical and electrical engineering as related to buildings.

B. Ability to:

1. Do designing, rendering, planning and drawing.
2. Lay out, inspect, and check the work of others.
3. Review and utilize existing facilities and make recommendations for more efficient, economical and functional utilization of space.
4. Analyze situations accurately, make recommendations, and take effective action.
5. Establish and maintain cooperative relationships with those contacted in the work.
6. Communicate effectively.
7. Coordinate and manage projects to completion.
8. Promote and be accountable for customer satisfaction and quality service.
9. Initiate or recommend changes that promote innovative solutions to meet customer needs.
10. Apply and interpret State policies and regulations as they relate to space planning.
11. Effectively lead and direct the work of other Space Planners.
12. Make presentations.
13. Prepare studies and contribute to planner-related activities.

ELIGIBLE LIST INFORMATION

A departmental promotional - Spot: Sacramento eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE

Veterans' Preference Credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990, 18991 and 18992 permit certain applicants to participate in civil service promotional exams. These codes and rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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